

CAEW Media

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1. Unlock the black cabinet with key underneath the sound board.
2. Turn on the system each day and off each day
3. Connect HDMI to the port thingie to be connected to the sound board (if used)
4. There are two CAEW Media totes that should contain:
 - a. Lavalier mics
 - b. Batteries – **make sure you have PLENTY of batteries because the hand-held mics tend to run through them.**



5. We must keep track of all music that is used but only when on the screen.
 - a. This is noted in the CCLI Tracking Report binder.
 - b. If the binder is not available, keep a list throughout the weekend and email to Community Lay Director after the walk. Currently it is Wanda Ryals.
6. Have a binder for each walk with tabs by talk.
7. Ideally, you should have a copy of the talk and PowerPoint one week before the team meeting. This will give you time to review and notate when to progress the slides.
 - a. Many times the Preacher People will not do a PowerPoint (most times) so you'll need to do it for them.
 - i. I have used this resource to download a Word version of a specific Grace talk and have modified it as needed. This way you have an outline that will help in

the event the preacher does not provide a copy of their talk in advance.

<https://myservantheartemmaus.com/index.php/members/download/>

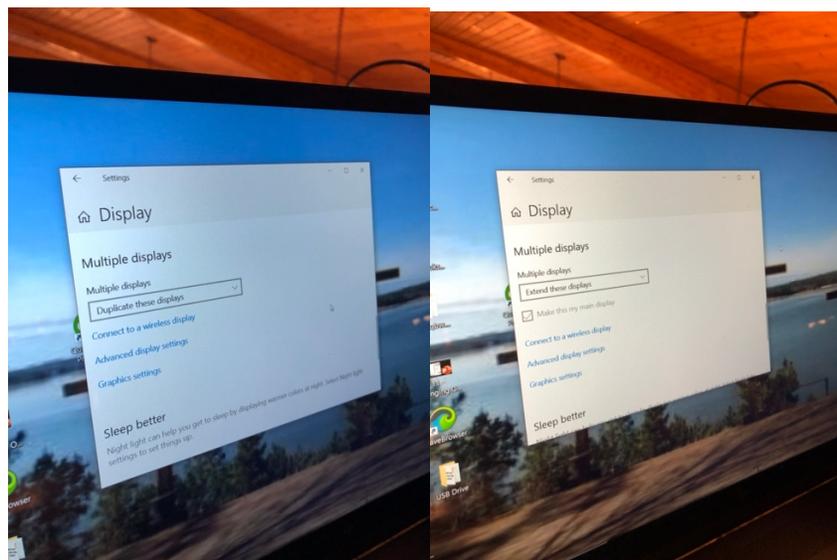
- b. If someone needs you to do a PowerPoint presentation for them and you've done media before, PLEASE be mindful and respectful of what others have done to prepare their talk and presentation. These were carefully and prayerfully prepared personally by others. If you need to use one from someone else, please reach out to them to get permission. There are specific points that must be covered and if there are general slides, that is acceptable. It's NEVER appropriate to use a presentation and just change the title slide with their name...ever. Just as we respect the confidences of those at our tables, we have a duty to do the same in media.
- c. The Lay Director may have a preference that all title slides and DeColores slides are consistent. Check in advance with them and update PowerPoint slides as necessary.
- d. In advance, ask the Lay Director for their symbol. This will be used on various slides throughout the walk.
- e. When preparing the talks for media, consider having a blank slide, then one with "Sing Alleluia" then another blank slide before the title slide. This way you can be prepared instead of having to toggle between song slides. Just makes things a little smoother.



8. Create General Slides that you can access easily.



9. Recommend having all songs on a USB or create a folder on your computer with this information.
 - a. If someone asks about a song and you don't have it, just look it up online and make a PowerPoint file for it.
 - b. You may need to get the camp WIFI password.
10. The antenna things charge the over the ear mics.
11. Turn off projector and sound box daily.
12. Emmaus projector is available for team meetings if church doesn't have one. Check with the Cluster that is hosting to see if they need anything.
13. Music may give you a list of the songs they plan to use each day so you'll have an idea.
 - a. Go ahead and open the songs that the music team will provide you. It is recommended that you keep songs separate so you can toggle between them instead of having one big file.
 - b. It's imperative to have the music list on the front-end to help expedite the music.
 - c. Create lyrics in PowerPoint if we don't already have. I'll just do File → Save As over another file if I like the template.
 - d. Make sure the musicians keep the lines of communication open so if things change, they need to extend grace if things take a little longer in this situation.
14. The yellow adapter cord is the direct box cord and is put in the IN6 port.
15. Make sure task bar doesn't show time. See pictures of how to adjust settings on a PC.



16. Save all presentations to a flash drive as a back-up.
17. After a speaker uses the ear mic, recharge it.
18. Talk PowerPoints aren't an issue at the walk because they've already been previewed in advance.
19. Consider numbering the talks in the folder so they are easier to keep up with throughout the weekend.
20. The soundboard and projector lost power (one time) but not the big box with the power button (the power eventually came back on.)
21. ALWAYS mute the mic after the speaker.
22. Color-code the mics with washi tape and color-code to match the sound board. You could do the same thing with the over the ear mics so at a quick glance, you can make sure they are where things need to be on the soundboard.
23. Going from Presenter View to Music PowerPoint Slides – look for the cursor on the big screen then get it somehow to show up on the laptop screen, then you can toggle.
 - a. I've often used the projector remote to move to a blank screen to do what I need to do on the computer.
24. If using your own computer that is a Mac, make sure you have all the necessary Apple Adapters. These are not provided by CAEW.
25. You can leave laptop up there overnight if you like but it's not required.
26. If you go up the Hill for chapel on Thursday night, go ahead and power equipment off. If due to weather and will have chapel in the conference room, will need to wait until after the time of reflection/ evening prayer before turning anything off.
27. Mute ALL except what is being used then press the SELECT button to make it green. This will be important if the musicians need this to be done. Mark Kirkland is a great resource if he is leading music. If Frank Clem is leading, they will turn off where they are playing. But just check with them to see what their preference will be.

WEDNESDAY

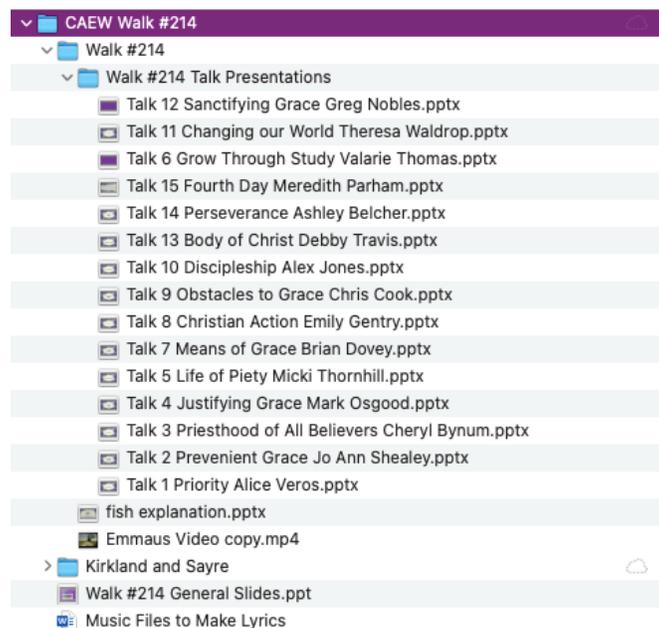
1. Get to camp early so you can set-up everything. Ensure the Emmaus video plays. If no sound, check to make sure your laptop is not muted.
 - a. Emmaus Video: <https://www.dropbox.com/scl/fi/3ilgz47l8psl7x0o7h9xi/Emmaus-Video-copy.mp4?rlkey=96qkme5p0f6w7kuso7o0ht799&dl=0>
2. After Send-off, hang out in the conference room for the Introductions and 1st New Friend. Afterwards, move back upstairs.
3. After the Lay Director message:
 - a. Test the mic before the walk.
 - b. Make sure mic is close to the speaker.
4. After the break (or when they leave), change display settings for the movie.
5. Remote controls are for air conditioners. Only Media can control them.
6. After the break – “prepare ourselves.”
 - a. Spiritual Director Message.
 - i. MOVIE
 1. Make sure sound is up a little.

2. Change computer settings
 - a. Channels 9-16 on sound board
- ii. After the movie, Spiritual Director will continue with message. Close out video.

THURSDAY - SATURDAY

1. Arrive at 6:15 am with miscellaneous slide.
 - a. Badge
 - b. Worship book
 - c. Cups with lids (don't do on Saturday because they should know by now.)
2. Each morning, test the hand-held mics to make sure they are still working.
 - a. Consider having one at the Spiritual Team table, Lay Director table and the microphone stand. This way you'll know who has which mic. You may want to make a note of that for the sound board.
3. Make sure sound board is ready for speakers.
 - a. Lay Director – use boom mic with stand (make sure it is turned on)
 - b. Ensure over the ear mic is working too.
4. Table Assignments are made on Thursday.
5. The Emmaus walk is a cloistered environment. Therefore, there should be no guests at any time allowed in the media space, unless they are training or shadowing the media rep for the walk. The Assistant Lay Directors will be monitoring the foyer area, but we have a duty to honor the sacredness of the walk.

Consider Creating a Folder on Your Desktop



Sound Board Photos



For additional information, view the Media Work Area Book found on the CAEW.org website:
<https://nebula.wsimg.com/9e8e536d83c0b4bb95242638aa04f193?AccessKeyId=B92458C6BADAB2DC81CF&disposition=0&alloworigin=1>